



Personnel Skills for Supervisors of Auxiliary Staff

June 18, 2009
Hurst-Euless-Bedford ISD
Pat May Center
1849-B Central Drive
Bedford, Texas

Would you benefit from an exciting, fresh new look at becoming an effective leader and an inspiration to your staff? Would you like to learn about progressive discipline and documentation to improve performance? Would you like to develop a supervisory style that increases collaboration and promotes a team atmosphere? This one-day seminar will give you the skills and confidence necessary to be a peak performer in these areas.

Who Should Attend

This program is designed for supervisors of non-exempt staff or paraprofessionals. That would include any non-contract personnel such as transportation, maintenance, custodial, instructional aides, office aides, and cafeteria staff as well as HR, campus, or central office administrators who work with these supervisors.

Program Agenda

9:00-9:30 a.m.	Registration and Breakfast
9:30-9:45 a.m.	Welcome
9:45-10:45 a.m.	Documentation/Investigation <i>Sandra Carpenter</i> <i>Walsh, Anderson, Brown, Aldridge & Gallegos, P.C.</i>
10:45-11:00 a.m.	Break
11:00 a.m.-Noon	Leaves and Absences <i>Sandi Tarski</i> <i>Walsh, Anderson, Brown, Aldridge & Gallegos, P.C.</i>
Noon-12:45 p.m.	Lunch
12:45-1:45 p.m.	How to Handle Terminations <i>Buddy Bonner, Lewisville ISD</i>
1:45-2:00 p.m.	Break
2:00-2:30 p.m.	Motivational Message <i>Nathaniel Hearne, Hurst-Euless-Bedford ISD</i>
2:30-3:00 p.m.	Question & Answer Session

Registration

Registration fee is \$75 and covers breakfast, lunch, and materials. Preregistration deadline is June 11, 2009. After June 11, the registration fee is \$90. Registration by fax should contain a purchase order number. No refunds will be granted after June 11.

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Name _____ Position _____
District _____ Campus _____
Address _____ City _____ Zip _____
Phone _____ Fax _____ E-mail _____
P.O. # _____

Return to:

TASPA

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(800) 346-4111

TASPA reserves the right to cancel due to low enrollment.



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